

Awards Presentation

The WSDOT/AGC Steering Committee will contact the winning teams and present the *Partnership For Excellence In Contract Administration* awards during the annual AGC/WSDOT Joint Meeting and the WSDOT annual Statewide Project Engineer's Conference.

Application Package

Each entry must include the following:

1. A single completed nomination form signed by both the Contractor and the Project Engineer members of the partnership team.
2. An Executive Summary (maximum of 1 single sided page).
3. A narrative presentation (maximum of 6 single sided pages) including:
 - An overview of the nominated project.
 - An explanation of how the team achieved the criteria represented by each of the six (6) categories.
4. Appendices representing additional pertinent information in support of the narrative presentation such as drawings, newspaper articles, newsletters, test results, pictures, etc. (maximum of 13 reproducible items).
5. A one-page press release suitable for use after the awards are announced.

NOTE: The nomination package may be in black and white or color and is preferred to be either stapled together once or to be in a single clear report cover with "Grip Strip" binding. Ring binders, notebooks, spiral binders, or other similar bindings are specifically disallowed.

Contact

For any questions regarding the award or the award process:

Ron Howard
WSDOT Construction Office
360.705.7820
howardr@wsdot.wa.gov
or
Van Collins
Associated General Contractors
253.272.7725
vcollins@agcwa.com

NOMINATION FORM

"Partnership For Excellence In Contract Administration" Award

Project Name: _____

Contractor Name: _____

Project Engineer: _____

Date Project Accepted: _____

Category Of Award (Please Circle One Category):

Eastern Washington

- Projects Less than \$2,000,000
- Projects Greater than \$2,000,000

Western Washington

- Projects Less than \$2,000,000
- Projects Greater than \$2,000,000

Statewide

- Special Mention City/County or Other Project Administered by the WSDOT/Contractor Team

Executive Summary:
(Please Attach Narrative, 1 Single Sided Page Maximum)

Description of Team's Accomplishment That Warrants This Nomination:
(Please Attach Narrative, 6 Single Sided Pages Maximum)

Appendices:
(Please Attach Appendices, 13 Reproducible Items Maximum)

Press Release:
(Please Attach A One Page Press Release)

WSDOT Applicant Team Signature

Contractor Applicant Team Signature

Completed Nomination Form, Along With Executive Summary, Narrative and Any Appendices Must Be Received On or Before October 21, 2002.

Mail To: Partnership For Excellence
In Contract Administration Award
c/o Ron Howard
Construction Engineer For Administration
Washington State Department of Transportation
PO Box 47354
Olympia, WA 98504-7354

2002 Recognizing Excellence In Contract Administration A Joint AGC-WSDOT Award



Bob Glenn, Aberdeen Division Manager, Lakeside Industries and
John Hart, P.E., Project Engineer, Aberdeen Project Office

Partnership For Excellence In Contract Administration

Partnership for Excellence in Contract Administration

Award Mission

“Recognize and encourage extraordinary achievement by the Contractor-WSDOT partnership responsible for delivering transportation projects in a timely, professional, and responsive manner while also considering the needs of customers and stakeholders who are impacted by the project.”

Key Elements

Key elements of effectiveness include a partnered atmosphere with empowered project team members who are able to recognize and overcome obstacles, initiate effective public involvement, maintain effective and open communication between all stakeholders, and streamline project administration where appropriate. The result of this partnership is the effective delivery of transportation projects in order to achieve optimum stakeholder and customer satisfaction to the best of our ability.

Eligibility

To be eligible for an award the team's accomplishments must be nominated for a project that has been Accepted by WSDOT in accordance with 1-05.12 of the *Standard Specifications* on or before October 15, 2002. In addition, those projects that have been granted Physical Completion by this date or have been granted Substantial Completion with only Plant Establishment work remaining, may also be nominated provided both the Contractor and WSDOT team leaders state in the nomination package that there are no outstanding or unresolved project issues.

Evaluation Criteria

The following are six (6) categories for the *Partnership For Excellence In Contract Administration* awards. Each category will be weighted 100 points each for a total of 600 points possible.

Customer Focused Administration:

- Effectively mitigates impacts to the public, adjacent businesses, and residents.
- Employs an effective public involvement program.

- Effectively communicates the project and its impacts with stake holders and customers.
- Establishes effective means for community recognition of the project, the difficulties the project faces, the team's efforts and team successes in overcoming those challenges.
- The use of innovative approaches to savings in time, project costs, or lessening of impacts.
- Effective use of subcontractors and/or resource support groups.

Innovative Problem Solving:

- Extraordinary obstacles overcome in the delivery of the project.
- Extraordinary coordination and/or cooperation with other work on or adjacent to the project.
- Disputes that are resolved to the benefit of all parties and customers.
- A team that is engaged in solution focused work.
- A team who utilizes an effective disputes resolution process.
- Upon submittal of a nomination, there are no outstanding disputes.
- The speed at which problems are resolved or the ease of their resolution.

Overcoming Extraordinary Challenge:

- Emergency contracting.
- Special or unique features that were encountered.
- Use of unique construction methods.
- The team's ability to overcome adversity.
- Something extraordinarily different about this project than work on an adjacent project or previous efforts.
- A uniqueness of the project itself or some aspect of implementing or delivering the project

Effective Contract Administration:

- Effective administration of change orders.
- Materials Documentation requirements that are provided early.
- Materials Documentation that is received timely with the product prior to its installation.
- The Region's ability to manage and certify materials used in a timely manner.
- Timeliness of the project's materials and other required contract paperwork.
- Shop drawings and other submittals are provided early and are complete.
- Ability to close the project in a timely manner, all Affidavits of Wages Paid are submitted.
- Open and frank contractor and PE evaluations indicating good performance.
- Effective assistance provided each in support of these goals.

Timely Completion Of Project:

- All aspects of the work are completed in a timely manner from paperwork to project completion.
- Effective use of project schedules.
- Environmental issues are effectively addressed.
- Compliance with labor requirements by both the prime and subs.
- The progress of work is enhanced in some manner.
- Effective or innovative management of traffic in an effort to reduce impacts and expedite project completion.

Safety:

- Employs effective worker safety.
- Employs effective protection of the public's safety.
- Effectively uses the various safety tools and devices available.
- Effective measurement and responsiveness for accidents occurring on the project for both internal project personnel or external accidents involving the public.

Selection Process

The selection teams will identify their nominees for exemplary projects or accomplishments demonstrating outstanding achievement in the categories above. Nomination applications for the awards outlined in this announcement must address the specific criteria identified by each category above. All nominations *must be received on or before October 21, 2002.*

Awards To Be Presented

The selection teams will review all nominations submitted for a possible award announcement for the category submitted. However, at the selection teams' discretion, and upon review of the applications submitted, a decision may also be reached to forego an award altogether for a particular category. The five (5) categories for a possible award announcement are:

- 2 Awards Eastern Washington
 - 1 Award - Projects Less than \$2,000,000
 - 1 Award - Projects Greater than \$2,000,000
- 2 Awards Western Washington
 - 1 Award - Projects Less than \$2,000,000
 - 1 Award - Projects Greater than \$2,000,000
- 1 Award Statewide
 - Special Mention City/County or Other Project Administered by the WSDOT/Contractor Team